

Chief of Inspection and Review Staff

20 August 1953

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Status of Organization and Methods Service Survey of Logistics Activities  
Within DD/P Complex.

1. Survey of EE Division has been completed. O & M Service report thereon is in draft form, a copy of which has been reviewed by the undersigned. Tentative findings, conclusions, and recommendations were presented orally to the Chief, Administrative Staff, EE Division, 19 August 1953, <sup>who</sup> ~~which~~ concurred in the report and all recommendations. The report now will be placed in final form for submission to Chief, DD/P, Admin, a copy of which will be furnished the Logistics Office.

2. The general conclusion reached during the survey was that the Chief, Supply Section, and others within EE Division have made a consistent effort during the past months to reduce logistic records and other work performed in the Supply Section to a minimum consistent with Division operational requirements. It is understood that the Supply Section had an authorized T/O strength of twelve positions at one time. However, the T/O now includes only six positions by the Division, with only three positions presently filled. The current strength of the Supply Section is considered to be the minimum necessary to perform essential logistics services for the Division.

3. Several procedures having effect upon the workload of the Section are in process of revision. Procedures being changed are those in regard to supply requisitions, preparation and submission of <sup>operational</sup> ~~operational~~ requirements <sup>no change in size</sup> ☐

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forecasts, and the preparation of project logistic annexes. While the exact staffing effect of proposed changes can not be determined accurately at this time, it is believed that the present staff of three persons probably will be able to handle the workload after revised procedures are implemented.

4. The description of the duties of the Chief, Supply Section was reviewed, as was the existing statement of functions for the Section. Both were concluded to be unrealistic in terms of existing assigned responsibilities. The functions were re-written during the survey,

5. The following activities now performed in the Supply Section were concluded to be more proper functional assignments of other organizational elements within the Administrative Staff of the Division.

a. Performing work in connection with intra-division office space, telephone requirements, furniture moving, etc..

b. Estimating annual Division requirements for duplication or reproducing service.

c. Performing work in connection with the ordering and follow-up on periodicals and books used within the Division.

6. Specific recommendations which will be made in connection with EF Division logistics activities are as follows:

a. That the T/O be reduced to a total of four positions, three presently filled and one to be retained as a vacancy pending determination of staffing requirements after forthcoming procedures revisions are implemented.

b. That the functions of the Supply Section be restated to reflect actual responsibilities assumed therein.

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C. That the following activities be transferred immediately from the Supply Section.

(1) To Administrative Service Section, Administrative Staff, EE Division:

(a) Responsibility for Division space, furniture and telephone requirements, internal moving, allocations, etc..

(b) Responsibility for requisitioning, distributing, and servicing of periodical and book orders.

(2) To Budget Section, Administrative Staff, EE Division: Responsibility for preparation of annual estimate of Division requirements for reproduction of Intelligence documents.

7. The next survey will take place in SE Division and will commence 20 August 1953.

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Inspection and Review Officer

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